



## District Court Reporter – 60% Stenograph/Voice or Digital Seventh Judicial District

Applications are now being accepted for a sixty percent District Court Reporter in the **Seventh Judicial District**, which serves Adams, Buffalo, Clark, Crawford, Grant, Iowa, Jackson, Juneau, La Crosse, Monroe, Pepin, Pierce, Richland, Trempealeau, Vernon Counties. The vacancy is anticipated to be filled January 20, 2020.

**LOCATION:** This position is based in La Crosse and entails travel assignments in the following counties: Adams, Buffalo, Clark, Crawford, Grant, Iowa, Jackson, Juneau, La Crosse, Monroe, Pepin, Pierce, Richland, Trempealeau and Vernon.

**SALARY:** Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package.

### **QUALIFICATIONS:**

**Stenographer/Voice Writer Court Reporter Requirements:** Candidates must meet one of three minimum professional standards to be considered eligible for hire: (1) Graduation from a court reporting school approved by either the National Court Reporters Association (NCRA) or the National Verbatim Reporters Association (NVRA), or (2) Successful completion of the Registered Professional Reporter (RPR) examination administered by the NCRA, or (3) Successful completion of the Certified Verbatim Reporter (CVR) examination administered by the NVRA.

**Digital Court Reporter Requirements: Required:** (1) Knowledge of various software programs including but not limited to: Microsoft Word, Outlook, and Adobe; (2) Demonstrated skill in English grammar, spelling, composition and punctuation; (3) Ability to accurately perform the transcription of recorded court proceedings, that reduces the spoken word into a verbatim written record; (4) Ability to maintain a professional demeanor at all times and to establish effective working relationships with the assigned judge, the Clerk of Circuit Court and other court personnel, attorneys and the general public. **Preferred:** (1) Training and/or experience in legal terminology and procedures; (2) Certification from the American Association of Electronic Reporters and Transcribers (or equivalent) as a Certified Electronic Reporter and Transcriber; (3) Work experience as a digital or stenographic court reporter, or as a transcriptionist; (4) Courses and/or experience in administrative and recordkeeping practices (paralegal, legal secretary, etc.).

**TO APPLY:** Please submit a cover letter indicating your preference to be considered for a Stenographer/Voice Writer or Digital Court Reporter, your current resume and list of references to:

Patrick Brummond  
Seventh District Court Administrator  
333 Vine St, Rm 3504  
La Crosse, WI 54601-3296

**Email:** [patrick.brummond@wicourts.gov](mailto:patrick.brummond@wicourts.gov)

**Fax:** (608) 785-5530

Contact Patrick Brummond, District Court Administrator, at (608) 785-9546 with questions.

**DEADLINE:** Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).